

Central Consolidated School District

Finance and Accounting Department

End-of- Year Deadlines for FY 17-18

BANK OF AMERICA

April 30 Last day to place online orders with an “**Approved Purchase Order**” for TANGIBLE GOODS.

May 1 Close all blanket Bank of America POs for goods for schools (excluding maintenance and Admin)

May 1 – June 30 All Bank of America Cards will be limited to travel for all departments for year-end purchases

May 25 All School & Department BOA Purchasing cards must be returned to Purchasing Department

June 1 Elementary schools submit completed BOA statement with receipts to AP

June 5 Middle schools submit completed BOA statement with receipts to AP

June 8 All departments and High Schools submit completed BOA statement with receipts to AP

*****NOTE: Summer Employee or Student travel may use District BOA card (contact Christi Walter)**

ACTIVITIES

April 30 Last day to place online orders with an “**Approved Purchase Order**”.

May 1 Close all blanket POs for goods only

May 18 Invoices due to Accounts Payable from schools

May 25 Elementary Schools: All deposits due to bank and all receipt books due to Sandra Ration

May 30 – June 1 Last day to spend/encumber/enter requisitions (BOA available only for student travel)

June 15 Invoice and receive all purchased goods. E-mail invoices to payable@centralschools.org

June 15 Tentative date for FY 18-19 Connection Group available for requisition entry (PO will be issued until July 1, 2018)

June 29 High Schools: All FY 17-18 deposits due to bank and receipt books due to Sandra Ration. Issue FY 18-19 receipt books

OPERATIONAL

March 1 Submit for approval all travel for remainder of FY 17-18

March 9 Cut-off date to enter “**Requisitions**” for Schools & Admin Departments

April 4 Last day to Submit Transfer BARs/Maintenance BARs; these require board and PED approval

April 30 Last day to place online orders

May 1 Close all blanket POs for goods only

May 1 Schools & Food Services deposit start-up cash no longer needed

May 18 Invoices due to Accounts Payable from schools

May 25 Elementary Schools & Elementary Food Services: All deposits due to bank and receipt books due to Sandra Ration

June 15 Invoice and receive all purchased goods. E-mail invoices to payable@centralschools.org

June 15 Tentative date for FY 18-19 Connection Group available for requisition entry (PO will be issued until July 1, 2018)

June 29 High Schools & Admin Departments: All FY 17-18 deposits due to bank and receipt books due to Sandra Ration. Issue FY 18-19 receipt books

June 29 Last day to submit Travel Forms to Accounts Payable for Reimbursement from FY 17-18 budget